

TOWN OF GRAFTON
INSPECTOR OF BUILDINGS
30 PROVIDENCE ROAD
GRAFTON, MASSACHUSETTS 01519
Tel 508-839-5335 x 190 Fax 1-508-839-4602
buildingdept@grafton-ma.gov

Date: _____

Project Name: _____

Project Location _____

Construction Control Party:

Firm Name: _____

Responsible Party: _____

Address: _____

City: _____ State: _____ Zip: _____

Tel No: _____ Fax No: _____

SER Party:

Firm Name: _____

Responsible Party: _____

Address: _____

City: _____ State: _____ Zip: _____

Tel No: _____ Fax No: _____

PROCEDURES FOR FILING CONTROL CONSTRUCTION APPLICATION

Prior to the issuance of ANY BUILDING PERMIT (S), the following pages are to be completed and submitted to this office, unless the information is contained on the drawings.

A program for inspections and test in accordance with section 107.6 of the Massachusetts State Building Code 8th Edition is required before any building permit will be issued.

Reports are to be sent as they are completed, unless otherwise arranged with the Building Department. Failure to submit the necessary or required periodic inspection reports may result in a STOP WORK ORDER or denied the issuance of the CERTIFICATE OF USE AND OCCUPANCY.

NO FACSIMILE SIGNATURE OR STAMPS ARE ACCEPTABLE.

Prior to the issuance of any type of CERTIFICATE OF OCCUPANCY, a copy of all inspections and tests must have been submitted to the building official and the final report attached to this packet.

SER: (Structural Engineer of Record MSBC Chapter 17)

CONSTRUCTION CONTROL

PROJECT NUMBER: _____ PROJECT TITLE: _____

PROJECT LOCATION: _____

NAME OF BUILDING: _____

Firm Name: _____

Responsible Party: _____

Address: _____

City: _____ State: _____ Zip: _____

Tel No: _____ Fax No: _____

IN ACCORDANCE WITH SECTION 107.6 OF THE MASSACHUSETTS STATE BUILDING CODE 8TH EDITION,

I, _____ REGISTRATION NO. _____

BEING A REGISTERED PROFESSIONAL ENGINEER/ARCHITECT HEREBY CERTIFY THAT I HAVE PREPARED OR DIRECTLY SUPERVISED THE PREPARATION OF ALL DESIGN PLANS, COMPUTATIONS AND SPECIFICATIONS CONCERNING:

- ☐ ENTIRE PROJECT ☐ ARCHITECTURAL ☐ STRUCTURAL ☐ MECHANICAL
☐ FIRE PROTECTION ☐ ELECTRICAL ☐ OTHER (SPECIFY) _____

FOR THE ABOVE NAMED PROJECT AND THAT, TO THE BEST OF MY KNOWLEDGE, SUCH PLANS, COMPUTATIONS AND SPECIFICATIONS MEET THE APPLICABLE PROVISIONS OF THE MASSACHUSETTS STATE BUILDING CODE, ALL ACCEPTABLE ENGINEERING PRACTICES AND ALL APPLICABLE LAWS AND ORDINANCES FOR THE PROPOSED USE AND OCCUPANCY. I FURTHER CERTIFY THAT I SHALL PERFORM THE NECESSARY PROFESSIONAL SERVICES IN ACCORDANCE WITH SECTION 1705 AND BE PRESENT ON THE CONSTRUCTION SITE ON A REGULAR AND PERIODIC BASIS, AS OUTLINED IN THE PROGRAM OF INSPECTIONS AND TESTS SUBMITTED, TO DETERMINE THAT THE WORK IS PROCEEDING IN ACCORDANCE WITH THE DOCUMENTS APPROVED FOR THE BUILDING PERMIT AND SHALL BE RESPONSIBLE FOR THE FOLLOWING AS SPECIFIED IN SECTION 107.6

1. Review, for conformance to the design concept, shop drawings, samples and other submittals which are submitted by the Contractor in accordance with the requirements of the construction documents.
 2. Review and approval of the quality control procedures for all code-required controlled materials.
 3. Be present at intervals appropriate to the stage of construction to become, generally familiar with the progress and quality of the work and to determine, in general, if the work is being performed in a manner consistent with the construction documents.
- Structural Tests and Inspections: Structural tests and inspection shall be provided in accordance with 780 CMR chapter 17
Tests and Inspections of non-structural systems: Tests and inspections of non-structural systems shall be performed in accordance with applicable engineering practice standards or referenced standards listed in 780 CMR Massachusetts State Building Code 8th Edition

PURSUANT TO CHAPTER 17, I SHALL SUBMIT WHEN COMPLETED, A PROGRESS REPORT TOGETHER WITH INSPECTION RESULTS TO THE BUILDING DEPARTMENT. UPON COMPLETION OF THE WORK, I SHALL SUBMIT A FINAL REPORT AS TO THE SATISFACTORY COMPLETION AND READINESS OF THE PROJECT FOR OCCUPANCY.

Seal

SIGNATURE _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY _____ OF 20 _____

NOTARY PUBLIC _____

MY COMMISSION EXPIRES _____

Designer of Record (107.6)

To: Inspector of Buildings
Town of Grafton
30 Providence Road
Grafton, Massachusetts 01519

Date: _____

RESPONSIBILITY OF THE DESIGNER OF RECORD

Firm Name _____

Responsible Person _____

Address _____

City _____ State _____ ZIP _____

Tel No _____ Fax No _____

DESIGNER OF RECORD - shall be responsible for all plans, computations and specifications involved in the project in accordance with section 107.6.2 of The Massachusetts State Building Code 8th Edition.

Shall submit to the Building Official a copy of all tests and a report of all inspections as they are completed. (Massachusetts State Building Code 8th Edition)

The Building Department SHALL be notified 48 hours prior to:

Pouring of footings, Foundation Inspection, Slab Inspection Framing Inspection, Insulation Inspection, Final Inspection

Shall submit a written statement of work completed according to contract plans and specifications.

Signature of Architect/Engineer

Date

Seal

Structural Engineer of Record (SER)

To: Inspector of Buildings
Town of Grafton
30 Providence Road
Grafton, MA. 01519

Date: _____

Reports and Notices

Firm Name _____

Responsible Person _____

Address _____

City _____ State _____ Zip _____

Tel No _____ Fax _____

REQUIRED REPORTS AND NOTICES TO BUILDING OFFICIAL

As required under Chapter 17 The Structural Engineer of Record shall submit a program of structural inspections and tests. This is a condition for issuing the building permit.

As required under chapter 17 of the Massachusetts State Building Code 8th Edition, the SER shall inspect and submit reports, on all tests and inspections as outlined in the program of inspections submitted for the building permit for projects of Controlled Construction.

I shall submit a written statement of work completion that is under my control, as required chapter 17 of the Massachusetts State Building Code 8th Edition for this project.

Signature of Architect/Engineer

Date

To: Inspector of Buildings

STRUCTURAL ENGINEER OF RECORD

Program Of Inspections

Massachusetts State Building Code 8th Edition Chapter 17

Date: _____

The following is a program of inspections and test to be performed on this project.

**TOWN OF GRAFTON
INSPECTOR OF BUILDINGS
30 PROVIDENCE ROAD
GRAFTON, MASSACHUSETTS 01519**

Tel 1-508-839-5335 x 190

Fax 1-508-839-4602

buildingdept@grafton-ma.gov

Date: _____

Project Name: _____

Project Location _____

Contractor Name: _____

Responsible Party: _____

Address: _____

City _____ State _____ Zip _____

Tel No _____ Fax No _____

CONTRACTOR RESPONSIBILITIES

IN ACCORDANCE WITH SECTION 1701.1.3 OF THE MASSACHUSETTS STATE BUILDING CODE I WILL PERFORM THE CONTRACTORS SERVICES REQUIRED AS FOLLOWS:

1. Execution of all work in accordance with the approved construction documents.
2. Execution and control of all methods of construction in a safe and satisfactory manner in accordance with all applicable local, state, and federal statutes and regulations.
3. Upon completion of the construction, he shall to the best of his knowledge and belief that such has been done in substantial accord with 780 CMR Massachusetts State Building Code 8th Edition.

Signature of responsible Party

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY _____ OF 200 _____

NOTARY PUBLIC _____ MY COMMISSION EXPIRES _____

Complete construction documents

Signed/sealed construction documents

To: Inspector of Buildings
Town of Grafton
30 Providence Road
Grafton, MA 01519

STRUCTURAL ENGINEER OF RECORD

ON THIS _____ DAY OF _____ 20_____

BEFORE ME; _____; A NOTARY PUBLIC DULY

COMMISSIONED AND QUALIFIED FOR THE COMMONWEALTH OF MASSACHUSETTS, PERSONALLY

APPEARED _____; WHO BEING DULY SWORN, DEPOSES AND SAYS THAT
HE HAS SUPERVISED THE CONSTRUCTION IN ACCORDANCE WITH THE PROGRAM OF INSPECTIONS

SUBMITTED FOR THE BUILDING OF _____
(Street Address)

_____ UNDER PERMIT # _____ AND THAT THIS
(City or Town)

STRUCTURE CONFORMS TO THE SUBMITTED PLANS AND TO THE CODES OF _____
(City or town)

AND THE COMMONWEALTH. FURTHER, THAT ALL RESULTS OF INSPECTIONS AND TESTS HAVE BEEN
SUBMITTED, AND THERE ARE NO VIOLATIONS OF LAW OF THE DEPARTMENT OF PUBLIC SAFETY PENDING.

I. AS THE AFFIDAVIT ENGINEER AND/OR ARCHITECT HEREBY CERTIFY THAT I HAVE ON THIS

DATE _____ INSPECTED THE PROPERTY LOCATED AT

_____ AND FIND THAT THE LOCUS AND ITS
(Street Address)

STRUCTURES COMPLY WITH MY PLANS AND ALL RULES AND REGULATIONS OF THE 780 CMR MASSACHUSETTS
STATE BUILDING CODE 8TH EDITION

THEREFORE, I REQUEST A CERTIFICATE OF USE AND OCCUPANCY FOR THE ABOVE ADDRESS.

ORIGINAL SEAL & SIGNATURE

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS _____ DAY OF _____ 20_____

(Notary Public)

MY COMMISSION EXPIRES _____

To: Inspector of Buildings
Town of Grafton
30 Providence Road
Grafton, MA 01519

Construction Control Party

ON THIS _____ DAY OF _____ 20_____

BEFORE ME; _____; A NOTARY PUBLIC DULY

COMMISSIONED AND QUALIFIED FOR THE COMMONWEALTH OF MASSACHUSETTS, PERSONALLY

APPEARED _____; WHO BEING DULY SWORN, DEPOSES AND SAYS THAT

HE HAS SUPERVISED THE CONSTRUCTION (IN ACCORDANCE WITH THE PROVISIONS OF SECTION 116.2.2 OF
THE MASSACHUSETTS STATE BUILDING CODE OF _____

(Street Address)

UNDER PERMIT # _____ AND THAT THIS

(City or Town)

STRUCTURE CONFORMS TO THE SUBMITTED PLANS AND TO THE CODES OF _____
(City or town)

AND THE COMMONWEALTH.

FURTHER, THAT ALL RESULTS OF INSPECTIONS AND TESTS HAVE BEEN SUBMITTED, AND THERE ARE NO
VIOLATIONS OF LAW OF THE DEPARTMENT OF PUBLIC SAFETY PENDING.

I. AS THE AFFIDAVIT ENGINEER AND/OR ARCHITECT HEREBY CERTIFY THAT I HAVE ON THIS

DATE _____ INSPECTED THE PROPERTY LOCATED AT

_____ AND FIND THAT THE LOCUS AND ITS

(Street Address)

STRUCTURES COMPLY WITH MY PLANS AND ALL RULES AND REGULATIONS OF THE 780 CMR MASSACHUSETTS
STATE BUILDING CODE 8TH EDITION.

THEREFORE, I REQUEST A CERTIFICATE OF USE AND OCCUPANCY FOR THE ABOVE ADDRESS.

ORIGINAL SEAL & SIGNATURE

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS _____ DAY OF _____ 20_____

(Notary Public)

MY COMMISSION EXPIRES _____

TOWN OF GRAFTON
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30 PROVIDENCE ROAD
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Tel 1-508-839-5335 x 190
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buildingdept@graffton-ma.gov

Date:_____

Project Name:_____

Project Location_____

Contractor Name:_____

Responsible Party:_____

Address:_____

City_____ State_____ Zip_____

Tel No_____ Fax No_____

CONTRACTOR RESPONSIBILITIES

IN ACCORDANCE WITH SECTION 1701.1.2 OF THE MASSACHUSETTS STATE BUILDING CODE 8TH EDITION I HAVE PERFORMED THE CONTRACTORS SERVICES REQUIRED AND CERTIFIED TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT ALL WORK HAS BEEN DONE IN SUBSTANTIAL ACCORD WITH 780 CMR 116.3 ITEMS 1 AND 2 AND WITH ALL PERTINENT DEVIATIONS SPECIFICALLY NOTED.

- 1.Execution of all work in accordance with the approved construction documents.*
- 2.Execution and control of all methods of construction in a safe and satisfactory manner in accordance with all applicable local, state, and federal statutes and regulations.*
- 3.Upon completion of the construction, he shall to the best of his knowledge and belief that such has been done in substantial accord with 780 CMR Massachusetts State Building Code 8th Edition*

Signature of responsible Party

SUBSCRIBED AND SWORN TO BEFORE ME THIS_____ DAY_____ OF 20_____

NOTARY PUBLIC_____ MY COMMISSION EXPIRES _____

To: Inspector of Buildings
Town of Grafton
30 Providence Road
Grafton, MA. 01519

Existing Buildings

Date: _____

RESPONSIBILITY OF THE PERMIT APPLICANT
For Alterations, Renovations, Additions and Repairs to existing buildings

In accordance with 2009 International Existing Building Code

104.2.1 Preliminary meeting. When requested by the permit applicant or the *code official*, the *code official* shall meet with the permit applicant prior to the application for a construction permit to discuss plans for the proposed work or *change of occupancy* in order to establish the specific applicability of the provisions of this code.

Exception: *Repairs* and Level 1 *alterations*.

104.2.1.1 Building evaluation. The *code official* is authorized to require an *existing building* to be investigated and evaluated by a registered design professional based on the circumstances agreed upon at the preliminary meeting. The design professional shall notify the *code official* if any potential nonconformance with the provisions of this code is identified.

105.3 Application for permit. To obtain a permit, the applicant shall first file an application therefor in writing on a form furnished by the Department of Building Safety for that purpose. Such application shall:

1. Identify and describe the work in accordance with Chapter 3 to be covered by the permit for which application is made.
2. Describe the land on which the proposed work is to be done by legal description, street address, or similar description that will readily identify and definitely locate the proposed building or work.
3. Indicate the use and occupancy for which the proposed work is intended.
4. Be accompanied by construction documents and other information as required in Section 106.3.
5. State the valuation of the proposed work.
6. Be signed by the applicant or the applicant's authorized agent.
7. Give such other data and information as required by the *code official*.

The permit applicant shall submit a program of structural tests and inspections prepared by the SER as a condition for permit issuance. This program shall include a complete list of materials and work requiring structural tests and inspections, the inspections to be performed and a list of the individuals, approved agencies and forms intended to be retained for conducting such inspections.

SER:

Name _____

Firm _____

Address _____

City _____ State _____ Zip _____

Signature _____

Please attach list to this sheet

NOTES: N.R. — Not required
N.A. — Not applicable

ADMINISTRATION (Chapter 1)

_____ Complete construction documents (107.1, 107.2)	_____ Signed/sealed construction documents (107.1, State laws vary)
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BUILDING PLANNING (Chapters 3, 4, 5, 6)

OCCUPANCY CLASSIFICATION (302 - 312, 508)

_____ Single Occupancy (302.1) _____ Mixed Occupancy (508.1)	_____ Incidental accessory occupancies (508.2.5, Table 508.2.5) _____ Accessory occupancies (508.2)
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GENERAL BUILDING LIMITATIONS (Chapters 5 & 6)

_____ Address identification (501.2)

Apply Case 1 to determine the allowable height and area and permitted types of construction for a building containing a single occupancy or nonseparated mixed occupancies. Apply Case 2 to determine the allowable height and area and permitted types of construction for a building containing separated mixed occupancies.

AREA MODIFICATIONS TO TABLE 503

Allowable tabular area, A_t (Table 503)	_____ 1 _____
Area Increase Factor due to frontage, I_f (506.2)	_____ + _____
Area Increase Factor due to automatic sprinklers, I_s (506.3)	_____ + _____
Conversion factor	_____ = _____

Frontage (506.2)	_____ North _____	_____ East _____	_____ South _____	_____ West _____
Total Frontage (F) _____ ft. Perimeter (P) _____ ft.				
Width of open space (W) = _____				
Area Increase Factor due to frontage, I_f = _____				
$I_f = \left[\frac{F}{P} - 0.25 \right] \frac{W}{30}$				

CASE 1 — SINGLE OCCUPANCY OR NONSEPARATED MIXED OCCUPANCIES (508.3)

Using Table 503, identify the allowable height and area of the single occupancy or the most restrictive of the nonseparated mixed occupancies. Construction types that provide an allowable tabular area equal to or greater than the adjusted building area and allowable heights (as modified by Section 504) equal to or greater than the actual building height are permitted.

DETERMINE CONSTRUCTION TYPE

Actual building area _____ ft²

Adjusted building area _____ ft²
actual building area ÷ conversion factor

Actual building height _____ feet _____ stories

Allowable building height _____ feet _____ stories

Permitted types of construction _____

Type of construction assumed for review (602.1) _____

CHECK ALLOWABLE AREA (506.4)

Allowable area per floor (A_a) _____

_____ × _____ = _____ ft²
conversion factor tabular area (Table 503)

Total floor area (all stories) _____ ft²

Allowable floor area (all stories) _____

_____ × _____ = _____ ft²
Allowable area per floor (A_a) number of stories (maximum 3)

Compliance verified _____

CASE 2 — SEPARATED MIXED OCCUPANCIES (508.4)

Using Table 503, identify the allowable height and area of each of the separated occupancies within the building. Construction types that provide, for each story of the building, tabular areas (as modified by Section 506) which result in a sum of the ratios of 1.00 or less and allowable heights (as modified by Section 504) equal to or greater than the actual height of the occupancy are permitted.

Story	Group	Actual floor area	Adjusted floor area*	Actual height	Allowable height
_____	_____	_____ ft ²	_____ ft ²	_____ ft _____ stories	_____ ft _____ stories
_____	_____	_____ ft ²	_____ ft ²	_____ ft _____ stories	_____ ft _____ stories
_____	_____	_____ ft ²	_____ ft ²	_____ ft _____ stories	_____ ft _____ stories
_____	_____	_____ ft ²	_____ ft ²	_____ ft _____ stories	_____ ft _____ stories
_____	_____	_____ ft ²	_____ ft ²	_____ ft _____ stories	_____ ft _____ stories
_____	_____	_____ ft ²	_____ ft ²	_____ ft _____ stories	_____ ft _____ stories
_____	_____	_____ ft ²	_____ ft ²	_____ ft _____ stories	_____ ft _____ stories

$$\text{Area ratio (single floor)} = \sum \frac{\text{Adjusted floor area}^*}{\text{Allow. tab. area, } A_t \text{ (Table 503)}} = \frac{\text{_____}}{\text{_____}} + \frac{\text{_____}}{\text{_____}} + \frac{\text{_____}}{\text{_____}} + \frac{\text{_____}}{\text{_____}} = \frac{\text{_____}}{\text{_____}} \leq 100$$

*Adjusted floor area = actual floor area ÷ conversion factor

CHECK ALLOWABLE AREA (506.5)

Three stories or less buildings _____

Four or more story buildings
(Total area ratio ≤ 3) _____

Permitted types of construction _____

Type of construction assumed
for review (602.1) _____

Compliance verified _____

MEZZANINES (505)

_____ Area limitation (505.2) _____

_____ Egress (505.3) _____

_____ Openness (505.4) _____

_____ Equipment platforms (505.5) _____

UNLIMITED AREA BUILDINGS (507)

_____ Nonsprinklered, one story (507.2) _____

_____ Sprinklered, one story (507.3) _____

_____ Two story (507.4) _____

_____ Reduced open space (507.5) _____

_____ Group A-3 buildings (507.6, 507.7) _____

_____ Group H occupancies (507.8) _____

_____ Aircraft paint hangar (507.9) _____

_____ Group E buildings (507.10) _____

_____ Motion picture theaters (507.11) _____

_____ Covered mall buildings/anchor stores
(507.12) _____

SPECIAL PROVISIONS (509)

_____ Special condition applicable (509.1) _____

_____ Compliance verified _____

SPECIAL DETAILED REQUIREMENTS BASED ON USE AND OCCUPANCY (Chapter 4)

COVERED MALL AND OPEN MALL BUILDINGS (402)

_____ Egress (402.4) _____

_____ Mall width (402.5) _____

_____ Unlimited area (402.6) _____

_____ Fire separations (402.7) _____

_____ Interior finish (402.8) _____

_____ Automatic sprinkler system (402.9) _____

_____ Standpipe system (402.9.1) _____

_____ Smoke control (402.10) _____

_____ Kiosk requirements (402.11) _____

_____ Playground structures (402.12) _____

_____ Security grilles and doors (402.13) _____

_____ Standby power and emergency
voice/alarm (402.14, 402.15) _____

_____ Plastic signs (402.16) _____

_____ Fire department access (402.17) _____

HIGH-RISE BUILDINGS (403)		Standby power (404.7)
Construction (403.2)		Interior finish (404.8)
Automatic sprinkler system (403.3)		Travel distance (404.9)
Smoke detection (403.4.1)	OTHER SPECIAL USE AND OCCUPANCY	
Fire alarm system (403.4.2)	Underground structures (405)	
Emergency voice/alarm systems (403.4.3)	Motor-vehicle-related occupancies (406, 509)	
Emergency responder radio coverage (403.4.4)	Group I-2 (407)	
Fire command center (403.4.5)	Group I-3 (408)	
Smoke removal (403.4.6)	Motion picture projection rooms (409)	
Elevators (403.6)	Stages and platforms (410)	
Standby power (403.4.7)	Special amusement buildings (411)	
Emergency power (403.4.8)	Aircraft-related occupancies (412)	
Stair remoteness (403.5.1)	Combustible storage (413)	
Additional stairway (403.5.2)	Hazardous materials (307.1, 414)	
Stairway doors (403.5.3)	Groups H-1, H-2, H-3, H-4 and H-5 (415)	
Smokeproof exit (403.5.4)	Application of flammable finishes (416)	
Luminous egress path (403.5.5)	Drying rooms (417)	
ATRIUMS (404)	Organic coatings manufacturing (418)	
Use (404.2)	Live/work units (419)	
Automatic sprinkler system (404.3)	Groups I-1, R-1, R-2, R-3 (420)	
Fire alarm system (404.4)	Hydrogen cutoff rooms (421)	
Smoke control (404.5)	Ambulatory health care facilities (422)	
Enclosure (404.6)	Storm shelters (423)	

FIRE PROTECTION (Chapters 6, 7, 8, 9)

FIRE-RESISTANCE-RATED CONSTRUCTION (Tables 601 & 602 and Chapter 7)

Note: Entry in ☐ indicates required rating in hours. NC indicates noncombustible construction required.

Construction classification (602)	FIRE-RESISTANCE RATINGS AND FIRE TESTS (703)
COMBUSTIBILITY (602.2, 602.3, 602.4, 602.5, 603)	Ratings / Combustibility (703.2, 703.4)
Exterior walls	Alternative methods (703.3, 718, 720, 721)
Interior elements	Rated glazing (703.5)
Roof	Marking and identification (703.6)

BUILDING ELEMENTS (Table 601)

- ☐ _____ Structural frame (704)
- ☐ _____ Interior bearing walls
- ☐ _____ Interior nonbearing walls
- ☐ _____ Floor construction (712)
- ☐ _____ Roof construction (712)

EXTERIOR WALLS (507, Table 602, 705, 707.4)

	North	East	South	West
Fire separation distance	_____	_____	_____	_____
Bearing	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Nonbearing	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

- ☐ _____ Opening protection (705.8.1 - 705.8.4)
- ☐ _____ Vertical fire spread protection (705.8.5, 705.8.6)
- ☐ _____ Parapets (705.11)

FIRE BARRIERS (707)

- ☐ _____ Shaft enclosures (707.3.1)
- ☐ _____ Exit enclosures/exit passageway (707.3.2, 707.3.3)
- ☐ _____ Horizontal exits (707.3.4)
- ☐ _____ Atriums (707.3.5)

- ☐ _____ Incidental accessory occupancies (707.3.6)
- ☐ _____ Control areas (707.3.7)
- ☐ _____ Mixed occupancy and fire area separations (707.3.8, 707.3.9, 901.7)
- ☐ _____ Construction (707.5 - 707.9)

SHAFTS (708)

- ☐ _____ Exceptions (708.2)
- ☐ _____ Construction (708.3 - 708.12, 708.14)
- ☐ _____ Refuse and laundry chutes (708.13)
- ☐ _____ Elevator lobby (708.14.1, 708.14.2)

OTHER FIRE-RESISTANT CONSTRUCTION

- ☐ _____ Fire walls (706)
- ☐ _____ Fire partitions (709)
- ☐ _____ Smoke barriers (710)
- _____ Smoke partitions (711)
- _____ Penetrations (713)
- _____ Fire-resistant joint systems (714)
- _____ Opening protectives (715)
- _____ Dampers (716)
- _____ Concealed spaces (717)
- _____ Thermal- and sound-insulating materials (719, 807)

INTERIOR FINISHES (Chapter 8)

- _____ Smoke development (803.1.1, 803.9, Table 803.9)
- _____ Flame spread (803.1.1, 803.9, Table 803.9)
- _____ Textile/expanded vinyl coverings (803.1.2 - 803.1.4, 803.5 - 803.8)

- _____ Floor finish (804)
- _____ Combustible materials (805)
- _____ Decorations and trim (806)
- _____ Acoustical ceiling systems (808)

FIRE PROTECTION (Chapter 9)

AUTOMATIC SPRINKLER SYSTEMS (903) (Where required)

_____	Assembly (A-1, A-2, A-3, A-4, A-5) (903.2.1)
_____	Ambulatory health care facilities (B) (903.2.2)
_____	Educational (E) (903.2.3)
_____	Factory/Industrial (F-1) (903.2.4)
_____	High-hazard (H-1, H-2, H-3, H-4, H-5) (903.2.5)
_____	Institutional (I-1, I-2, I-3, I-4) (407.5, 903.2.6)
_____	Mercantile (M) (903.2.7)
_____	Residential (R) (903.2.8)
_____	Storage/Repair garage (S-1) (903.2.9)
_____	Parking garages (903.2.10)
_____	Windowless story (903.2.11.1)
_____	Rubbish and linen chutes (903.2.11.2)
_____	Buildings over 55 ft. high (903.2.11.3)
_____	Incidental accessory occupancies (Table 508.2.5)
_____	Additional required systems (Table 903.2.11.6)
_____	International Fire Code (IFC 903.2.11.6)

AUTOMATIC SPRINKLER SYSTEMS* (903) (Design)

_____	Shop drawings (107.2.2)
_____	NFPA 13 system (903.3.1.1)
_____	NFPA 13R system (903.3.1.2)
_____	NFPA 13D system (903.3.1.3)
_____	Quick-response and residential heads (903.3.2)
_____	Actuation (903.3.4)

_____	Water supplies (903.3.5)
_____	Hose threads (903.3.6)
_____	Sprinkler monitoring and alarms (903.4)

* Also see Fire Code Sprinkler Plan Review Record

ALTERNATIVE AUTOMATIC FIRE-EXTINGUISHING SYSTEMS (904)

_____	Installation (904.3)
_____	Wet-chemical systems (904.5)
_____	Dry-chemical systems (904.6)
_____	Foam systems (904.7)
_____	Carbon dioxide systems (904.8)
_____	Halon systems (904.9)
_____	Clean-agent systems (904.10)
_____	Commercial cooking systems (904.2.1, 904.11)

STANDPIPE SYSTEMS (905)

_____	Installation standards (905.2)
_____	Building height (905.3.1)
_____	Group A (905.3.2)
_____	Covered malls (905.3.3)
_____	Stages (905.3.4)
_____	Underground buildings (905.3.5)
_____	Helistops/heliports (905.3.6)
_____	Marinas/boatyards (905.3.7)
_____	Hose connections and locations (905.1, 905.4, 905.5, 905.6)
_____	Cabinets (905.7)
_____	Dry standpipes (905.8)
_____	Valve supervision (905.9)

PORTABLE FIRE EXTINGUISHERS (906)	_____	Fire safety functions (907.3)
_____ Required locations (906.1, 906.5, 906.6)	_____	Initiating devices (907.4)
_____ Installation standard (906.2)	_____	Occupant notification (907.5)
_____ Size and distribution (906.3)	_____	Installation (907.6, 907.7)
_____ Cabinets (906.8)	EMERGENCY ALARM SYSTEMS (908)	
_____ Installation (906.9)	_____	Detection system applicable (908.1 - 908.6)
FIRE ALARM AND DETECTION SYSTEMS (907) (Where required)	SMOKE CONTROL SYSTEMS (909)	
_____ Construction documents/shop drawings (907.1.1, 907.1.2)	_____	Where required (402.10, 404.5, 405.5, 408.9, 410.3.7.2, 1022.9, 1028.6.2.1)
_____ Assembly (A-1, A-2, A-3, A-4, A-5) (907.2.1)	_____	Design requirements (909.1 - 909.4)
_____ Business (B) (907.2.2)	_____	Smoke barriers (909.5)
_____ Educational (E) (907.2.3)	_____	Pressurization method (909.6)
_____ Factory (F-1, F-2) (907.2.4)	_____	Airflow design method (909.7)
_____ High-hazard (H-1, H-2, H-3, H-4, H-5) (907.2.5)	_____	Exhaust method (909.8)
_____ Institutional (I-1, I-2, I-3, I-4) (907.2.6)	_____	Design fire (909.9)
_____ Mercantile (M) (907.2.7)	_____	Equipment/Power (909.10, 909.11)
_____ Residential (R-1, R-2, R-4) (907.2.8, 907.2.9, 907.2.10)	_____	Detection and control (909.12 - 909.18)
_____ Single/multiple station smoke alarms (907.2.11)	_____	Smokeproof enclosures (909.20)
_____ High-rise buildings (907.2.13)	SMOKE AND HEAT VENTS (910)	
_____ Atriums (907.2.14)	_____	Requirements (910.1 - 910.3)
_____ Other buildings/areas (907.2.12, 907.2.15 - 907.2.23)	_____	Mechanical alternative (910.4)
FIRE ALARM AND DETECTION SYSTEMS (907) (Design)	FIRE COMMAND CENTER (911)	
_____ Residential smoke alarm interconnection (907.2.11.3)	_____	Requirements (911.1.1 - 911.1.5)
_____ Residential smoke alarm power source (907.2.11.4)	FIRE DEPARTMENT CONNECTIONS (912)	
	_____	Installation (912.1 - 912.5)
	FIRE PUMPS (913)	
	_____	Requirements (913.1 - 913.5)
	EMERGENCY RESPONDER SAFETY FEATURES/ RADIO COVERAGE (914, 915)	
	_____	Requirements (914.1, 914.2, 915.1)

OCCUPANT NEEDS (Chapters 10, 11, 12)

MEANS OF EGRESS (Chapter 10)

OCCUPANT LOAD (1004.1.1 and Table 1004.1.1)

CAPACITY OF EGRESS COMPONENTS (1005.1)

[illegible]

MEANS OF EGRESS (continued)

GENERAL MEANS OF EGRESS

_____	Design requirements (1003.2 - 1003.7)	_____	Door landings/Thresholds/Arrangement (1008.1.5 - 1008.1.8)
_____	Door/Hardware encroachment (1005.2, 1005.3)	_____	Door hardware (1008.1.9, 1008.1.10)
_____	Means of egress illumination (1006)	_____	Stairways (1009)
_____	Exit signs (1011)	_____	Roof access (1009.13)
_____	Accessible means of egress (1007)	_____	Ramps (1010)
_____	Means of egress doors (1008.1 - 1008.1.3)	_____	Handrails (1012)
_____	Special doors/Gates/Turnstiles (1008.1.4, 1008.2, 1008.3)	_____	Guards (1013)
		_____	Luminous egress path markings (1024)

EXIT ACCESS

_____	Door number and arrangement (1014.2, 1015.1, 1015.2)	_____	Aisles (1017)
_____	Common path of egress travel (1014.3)	_____	Egress balconies (1016.2, 1019)
_____	Exit access travel distance (1016.1)	_____	Corridors (1018)
		_____	Air movement in corridors (1018.5)

EXITS / EXIT DISCHARGE

_____	Exits/Exit doors (1020, 1021)	_____	Horizontal exits (1025)
_____	Vertical exit enclosures (1022)	_____	Exterior exit ramps/stairways (1026)
_____	Exit passageways (1023)	_____	Exit discharge (1027)

OTHER MEANS OF EGRESS

_____	Miscellaneous egress requirements (1015.3 - 1015.6)	_____	Assembly aisles & features (1028.6 - 1028.15)
_____	Bleachers (1028.1.1)	_____	Emergency escape and rescue (1029)
_____	Assembly exits & egress (1028.2 - 1028.5)		

ACCESSIBILITY* (Chapter 11)

_____	Scoping requirements (1103)	_____	Dwelling units and sleeping units (1107)
_____	Accessible route (1104)	_____	Special occupancies (1108)
_____	Accessible entrances (1105)	_____	Features and facilities (1109)
_____	Parking and passenger loading (1106)	_____	Signage (1110)

*Also see Accessibility Plan Review Record

INTERIOR ENVIRONMENT (Chapter 12)

_____	Ventilation (1203)*	_____	Sound transmission (1207)
_____	Temperature control (1204)	_____	Interior space dimensions (1208)
_____	Lighting (1205)	_____	Access to unoccupied spaces (1209)
_____	Yards or courts (1206)	_____	Surrounding materials (1210, 2509)

*Also see Mechanical Code Plan Review Record

BUILDING ENVELOPE (Chapters 13*, 14, 15)

*See Energy Conservation Code Plan Review Record

EXTERIOR WALLS (Chapter 14)

_____	Performance requirements (1403)	_____	Combustible material restrictions (1406)
_____	Materials (1404)	_____	EIFS (1408)
_____	Exterior wall coverings/MCM's (1405, 1407)		

ROOF ASSEMBLIES AND ROOFTOP STRUCTURES (Chapter 15)

_____	Weather protection (1503)	_____	Materials (1506)
_____	Flashing (1503.2, 1507.2.9, 1507.3.9, 1507.5.7, 1507.7.7, 1507.8.8, 1507.9.9)	_____	Roof coverings (1507)
_____	Performance requirements (1504)	_____	Roof insulation (1508)
_____	Fire classification (1505)	_____	Rooftop structures (1509)
		_____	Reroofing (1510)

STRUCTURAL SYSTEMS (Chapters 16, 17, 18)

STRUCTURAL DESIGN (Chapter 16)

STRUCTURAL DESIGN CALCULATIONS

_____ Submitted for all structural members
(106, 107.1, 107.2.1, 1604, 1605)

DESIGN LOADS ON CONSTRUCTION DOCUMENTS (1603)

Uniformly distributed floor live loads (1603.1.1, Table 1607.1)

Floor Area Use	Loads Shown
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

_____	Live load reduction (1603.1.1, 1607.9, 1607.10)
_____	Roof live loads (1603.1.2, 1607.11)
_____	Roof snow loads (1603.1.3, 1608; Chapter 7 of ASCE 7)
_____	Ground snow load, p_g (1608.2; 7.2 of ASCE 7)
_____	If $p_g > 10$ psf, flat-roof snow load, p_f (7.3 of ASCE 7)
_____	If $p_g > 10$ psf, snow exposure factor, C_e (Table 7-2, 7.3.1 of ASCE 7)
_____	If $p_g > 10$ psf, snow load importance factor, I (7.3.3, Table 7-4 of ASCE 7)
_____	If $p_g > 10$ psf, roof thermal factor, C_t (Table 7-3, 7.3.2 of ASCE 7)
_____	Sloped roof snow load, p_s (7.4 of ASCE 7)

DESIGN LOADS (continued)		Spectral response coefficients, S_{DS} & S_{D1} (1613.5.4; 11.4.4 of ASCE 7)
Wind loads (1603.1.4, 1609; Chapter 6 of ASCE 7)		Site class (1613.5.2; 11.4.2 of ASCE 7)
Design procedure (1609.6, 6.1.2 of ASCE 7)		Seismic design category (1613.5.6; 11.6 of ASCE 7)
Alternate all-heights method (1609.6)		Basic seismic-force-resisting system (Table 12.2-1 of ASCE 7)
Basic wind speed (1609.3; Fig. 6-1 of ASCE 7)		Response modification coefficient, R , and deflection amplification factor, C_d (Table 12.2-1 of ASCE 7)
Occupancy category (Table 1604.5; Table 1-1 of ASCE 7)		Analysis procedure (12.6 of ASCE 7)
Wind importance factor, I (Table 6-1, 6.5.5 of ASCE 7)		Design base shear (12.8 of ASCE 7)
Surface roughness/Exposure categories (1609.4; 6.5.6 of ASCE 7)	Flood loads (1603.1.7, 1612)	
Internal pressure coefficient (Fig. 6-5, 6.5.11.1 of ASCE 7)	Flood hazard area (1612.3)	
Component and cladding pressures (6.1.4.2, 6.4.2.2, 6.5.12.4 of ASCE 7)	Elevation of structure (1612.5)	
Main wind-force resisting system (6.1.4.1, 6.4.2.1, 6.5.12.2 of ASCE 7)	Other loads	
Earthquake design data (1603.1.5, 1613; Chapter 11 - 13 and 15 - 23 of ASCE 7)	Concentrated loads (1607.4)	
Occupancy category (Table 1604.5; Table 1-1 of ASCE 7)	Partition loads (1607.5)	
Seismic importance factor (11.5.1, Table 11.5-1 of ASCE 7)	Impact loads (1607.8)	
Mapped spectral response acceleration, S_s and S_1 (1613.5.1; 11.4.1 of ASCE 7)	Misc. loads (Table 1607.6, 1607.6.1, 1607.7, 1607.12, 1607.13, 1610, 1611, 2404)	
	Structural integrity (1614)	
	Design requirements (1614.1 - 1614.4)	

QUALITY ASSURANCE (Chapter 17)

Approvals/Research report(s) (1703, 1703.4.2) Report No. _____	Sprayed fire-resistant materials and coatings (1704.12, 1704.13)
Statement of special inspections (1704.1.1, 1705)	EIFS (1704.14)
Prefabricated items (1704.2)	Smoke control (1704.16)
Steel construction (1704.3)	Wind requirements (1706)
Concrete construction (1704.4)	Seismic resistance (1707)
Masonry construction (1704.5)	Contractor responsibility (1709)
Wood construction (1704.6)	Structural testing/Observations (seismic) (1708, 1710)
Prepared fill and foundations (1704.7 - 1704.11)	Testing (other) (1711 - 1716)

SOILS AND FOUNDATIONS (Chapter 18)

Soils investigations/Reports (1803.1, 1803.2, 1803.3, 1803.6)	Foundation walls, retaining walls and embedded posts and poles (1807)
Soil classification (1803.5)	Foundations (1808)
Excavation, grading and fill (1804)	Shallow foundations (1809)
Dampproofing and waterproofing (1805)	Deep foundations (1810)
Load-bearing values (1603.1.6, 1806)	

STRUCTURAL MATERIALS (Chapters 19, 21, 22, 23)

CONCRETE (Chapter 19)

_____	Plain and reinforced concrete design/construction standard specified (1901.2, 1908)	_____	Minimum concrete strength (Table 1904.3)
_____	Construction documents (1901.4)	_____	Cold weather and hot weather construction specified (1905.12, 1905.13)
_____		_____	Slab provisions (1910)

MASONRY (Chapter 21)

_____	Design method, construction standard specified (2101.2)	_____	Cold weather and hot weather construction specified (2104.3, 2104.4)
_____	Construction documents (2101.3)	_____	Seismic design (2106)
_____	Construction materials (2103)	_____	Glass unit masonry (2110)
_____	Mortar type (2103.8)	_____	Fireplaces/Heaters/Chimneys (2101.3.1, 2111, 2112, 2113)

STEEL (Chapter 22)

_____	Structural steel design/construction standard specified (2205)	_____	Steel storage racks (2208)
_____	Open-web steel joist design/construction standard specified (2206)	_____	Cold-formed steel design/construction standard specified (2209)
_____	Steel cable structures (2207)	_____	Cold-formed steel light-framed design/construction standard specified (2210)

WOOD (Chapter 23)

_____	Design method option used (2301.2)	_____	Heavy timber construction (2304.10)
MATERIAL STANDARDS / CONSTRUCTION REQUIREMENTS (2303 - 2306)		_____	Shear walls and diaphragms (2305, 2306)
_____	Lumber (2303.1.1)	CONVENTIONAL LIGHT-FRAME CONSTRUCTION (2308)	
_____	Wood I-joists (2303.1.2)	_____	Limitations satisfied (2308.2)
_____	Glue-laminated timbers (2303.1.3)	_____	Wind/Seismic requirements (2308.2.1, 2308.2.2, 2308.11, 2308.12)
_____	Wood structural panels (2303.1.4, 2304.6, 2304.7)	_____	Braced walls (2308.3, 2308.9.3)
_____	Fiber-, hard-, & particle-, boards (2303.1.5 - 2303.1.7)	_____	Foundation anchorage (2308.3.3, 2308.6)
_____	Decay and termite protection (2303.1.8, 2304.11)	_____	Floor joists (Tables 2308.8[1], 2308.8[2])
_____	Structural composite lumber (2303.1.9)	_____	Wall studs (Table 2308.9.1)
_____	Structural log members (2303.1.10)	_____	Girders (Tables 2308.9.5 and 2308.9.6, 2308.7)
_____	Round timber poles and piles (2303.1.11)	_____	Ceiling joists (Tables 2308.10.2[1], 2308.10.2[2])
_____	Fire-retardant-treated wood (2303.2)	_____	Roof rafters (Tables 2308.10.3.[1] - 2308.10.3[6])
_____	Hardwood and plywood (2303.3)	_____	Roof uplift (2308.10.1)
_____	Trusses (2303.4)	_____	
_____	Joist hangers and connectors (2303.5)	_____	
_____	Fasteners and fastening (2303.6, 2304.9, Table 2304.9.1)	_____	

NONSTRUCTURAL MATERIALS (Chapters 24, 25, 26)

GLASS AND GLAZING (Chapter 24)

_____ Sloped glazing and skylights (2405)

_____ Safety glazing (2406, 2407, 2408, 2409)

GYPSUM BOARD AND PLASTER (Chapter 25)

_____ Gypsum board materials
(2506, Table 2506.2, Table 2508.1)

_____ Plaster (2507, 2508, 2510 - 2513)

PLASTIC (Chapter 26)

FOAM PLASTIC INSULATION (2603)

_____ Special approval (2603.9)

_____ Labeling (2603.2, 2603.5.6)

MISCELLANEOUS PLASTICS

_____ Surface-burning characteristics
(2603.3, 2603.5.4)

_____ Interior finish and trim (2604)

_____ Thermal barrier (2603.4)

_____ Plastic veneer (2605)

_____ Exterior walls/Roofs (2603.5, 2603.6)

_____ Light-transmitting plastics (2606 - 2611)

_____ Protection against termites (2603.8)

_____ Fiber reinforced and fiberglass
reinforced polymer (2612)

BUILDING SERVICES* (Chapters 27, 28, 29, 30)

ELEVATORS AND CONVEYING SYSTEMS (Chapter 30)

_____ Construction standard specified (3001.2)

_____ Conveying systems (3005)

_____ Hoistway enclosures (3002)

_____ Machine rooms (3006)

_____ Opening protectives (3002.1.1)

_____ Fire service access elevator (3007)

_____ Emergency operations (3003)

_____ Occupant evacuation elevator (3008)

_____ Hoistway venting (3004)

* Also see Electrical (Ch.27), Mechanical (Ch.28) and Plumbing (Ch.29) Plan Review Records

SPECIAL DEVICES AND CONDITIONS (Chapters 31, 34)

SPECIAL CONSTRUCTION (Chapter 31)

_____ Membrane structures (3102)

_____ Automatic vehicular gates (3110)

_____ Temporary structures (3103)

PEDESTRIAN WALKWAYS AND TUNNELS (3104)

_____ Awnings and canopies/Marquees
(3105, 3106)

_____ Construction and use (3104.3, 3104.4)

_____ Signs (3107)

_____ Separation (3104.5, 3104.10)

_____ Telecommunication and broadcast
towers (3108)

_____ Public way (3104.6)

_____ Swimming pool enclosures (3109)

_____ Egress (3104.7 - 3104.9)

EXISTING STRUCTURES (Chapter 34)

_____ Building materials (3401.4)

_____ Change of occupancy (3408)

_____ Additions, alterations, repairs
(3403 - 3405)

_____ Accessibility (3411)

_____ Fire escapes (3406)

_____ Compliance alternatives (3412)

BUILDING EVALUATION SUMMARY (Table 3412.7)

Existing occupancy: _____	Proposed occupancy: _____
Year building was constructed: _____	Number of stories: _____ Height in feet: _____
Type of construction: _____	Area per floor: _____
Percentage of open perimeter increase: _____ %	Corridor wall rating: _____
Completely suppressed: Yes _____ No _____	Required door closers: _____ Yes _____ No _____
Compartmentation: Yes _____ No _____	
Fire-resistance rating of vertical opening enclosures: _____	
Type of HVAC system: _____	, serving number of floors: _____
Automatic fire detection: Yes _____ No _____	, type and location: _____
Fire alarm system: Yes _____ No _____	, type: _____
Smoke control: Yes _____ No _____	, type: _____
Adequate exit routes: Yes _____ No _____	Dead ends: Yes _____ No _____
Maximum exit access travel distance: _____	Elevator controls: Yes _____ No _____
Means of egress emergency lighting: Yes _____ No _____	Mixed occupancies: Yes _____ No _____

Safety parameters	Fire safety (FS)	Means of egress (ME)	General safety (GS)
3412.6.1 Building height			
3412.6.2 Building area			
3412.6.3 Compartmentation			
3412.6.4 Tenant and dwelling unit separations			
3412.6.5 Corridor walls			
3412.6.6 Vertical openings			
3412.6.7 HVAC systems			
3412.6.8 Automatic fire detection			
3412.6.9 Fire alarm system			
3412.6.10 Smoke control	****		
3412.6.11 Means of egress capacity	****		
3412.6.12 Dead ends	****		
3412.6.13 Max. exit access travel distance	****		
3412.6.14 Elevator control			
3412.6.15 Means of egress emergency lighting	****		
3412.6.16 Mixed occupancies		****	
3412.6.17 Automatic sprinklers		÷ 2 =	
3412.6.18 Standpipes			
3412.6.19 Incidental accessory occupancy			
Building score — total value			

**** No applicable value to be inserted.

BUILDING SAFETY EVALUATION SCORE (Table 3412.9)

Formula	Table 3412.7	Table 3412.8	Score	Pass	Fail
FS-MFS ≥ 0	_____ (FS) —	_____ (MFS) =	_____	_____	_____
ME-MME ≥ 0	_____ (ME) —	_____ (MME) =	_____	_____	_____
GS-MGS ≥ 0	_____ (GS) —	_____ (MGS) =	_____	_____	_____

FS = Fire Safety
ME = Means of Egress
GS = General Safety

MFS = Mandatory Fire Safety
MME = Mandatory Means of Egress
MGS = Mandatory General Safety

APPENDICES A - K

_____ Appendices adopted (101.2.1) _____ Compliance verified